

**Jefferson County  
Position Description**

<b>Name:</b>		<b>Department:</b>	Human Services
<b>Position Title:</b>	Community Outreach Worker	<b>Pay Grade:</b>	4
<b>Date:</b>	April 2014	<b>Reports To:</b>	<b>FLSA:</b> Non-exempt Wraparound/Youth Svcs Supervisor Juvenile Justice Supervisor Mental Health/AODA Supervisor

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**Purpose of Position**

The purpose of this position is to ensure community safety, placement prevention, competency building and positive client development by coaching and educating juveniles, children and/or adults with emotional or cognitive disabilities, and their families to develop independent living skills and values and serve as an extension into the community.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Interviews clients to gather personal, family, employment, education and social data. Identifies needs and establishes goals.
- Mentors and educates clients in developing independent living skills and values. Establishes plans to increase client's independence and achieve success.
- Assists case managers and supervisors in assessing clients for treatment, providing case planning, and reviewing goals.
- Assists in coordinating needed services and providing appropriate referrals to available resources including legal, academic, medical, community outreach programs and multi-disciplinary county programs.
- Maintains contact or provides referrals to collateral contacts such as schools, medical offices, law enforcement.
- Assists case managers with recordkeeping, maintaining required documentation, and providing reports.
- Arranges and provides client transportation to appointments.
- Participates in public education regarding the needs of clients.
- Completes annual compliance training and adheres to Human Services compliance policies and procedures.

- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or as needed.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Associate degree in Human Services or related field with two years relative experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Valid motor vehicle operator's license required. Community Outreach Worker-ISP must have or have ability to obtain Intake Certification.

### **Other Requirements**

**Work Environment:** Requires in-home visits which may have a history of violence and instability as well as possible unsafe living conditions, drug use and unsanitary conditions.

**Hours of Work:** May require some evening and/or weekend hours.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date